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1 MAY 1975

MEMORANDUM FOR: Executive Officer, Deputy Director for  
Administration

SUBJECT : Review of the DCI August 1973 List of  
Questionable Activities

25X1A 1. We have carefully reviewed the subject list of activities in  
light of our regulations (HR [REDACTED] and do not believe that changes are  
25X1A needed at this time to preclude questionable activities. It is suggested,  
25X1A though, that the Deputy Director for Administration may wish to review  
with the Deputy Director for Operations the language in HR [REDACTED]  
(Tab A) to ensure that the language is appropriate to the times. Also, we  
have reviewed the various functional responsibilities under the jurisdiction  
of the Director of Personnel and do not believe there are activities which  
25X1A are inappropriate or questionable. [REDACTED]

2. As regards detailed personnel, you will remember that the  
Director, on 19 October 1974, asked the Deputy Director for Administration  
to assume responsibility for monitoring the details of Agency employees to  
other Government agencies. This we believe tightened up and provided for  
monitoring, in a more formal way, an activity which posed some concern  
to the Office of Personnel. On 23 January 1975 the Director of Personnel  
sent a memorandum (attached at Tab B) to senior officials of the Agency  
advising them that formal current security, medical and personnel record  
checks would be made before we assign an individual to another Government  
organization. In addition to furnishing copies of our detail in and detail out  
list periodically to the Deputy Director for Administration, a copy is

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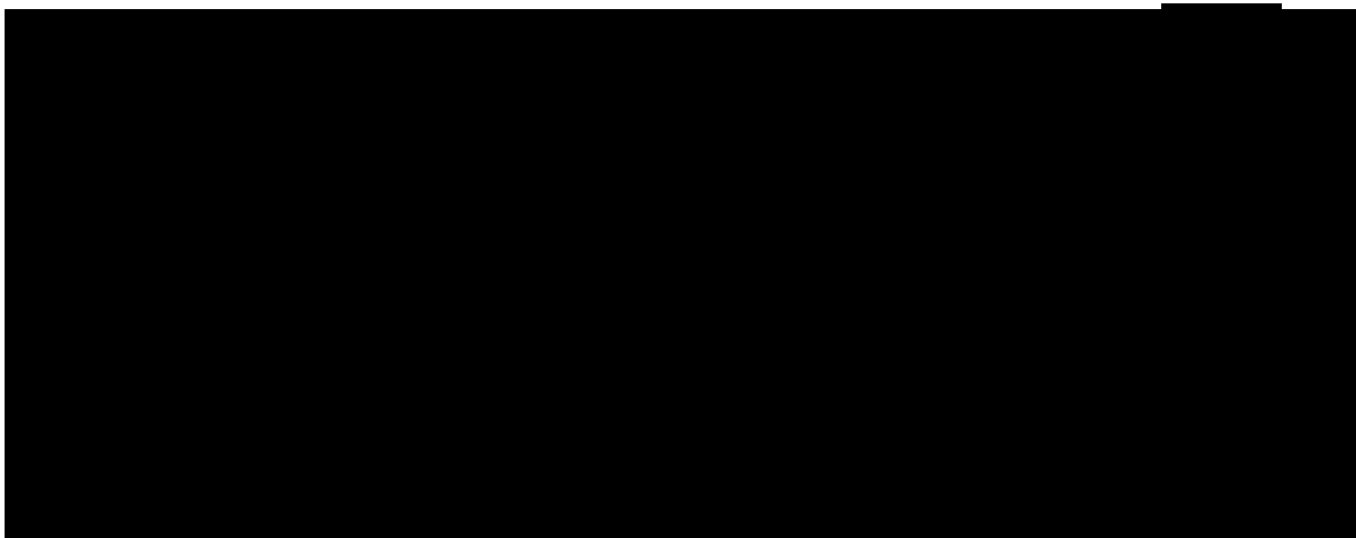
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furnished to the Inspector General for his review. I might add that before we approve or otherwise conduct detail in and/or out arrangements with Directors of Personnel or other officials of certain Government agencies, we make every effort to ensure that not only has the operating official approved, but that an officer representing the Deputy Director concerned is aware and concurs in the proposed detail.

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4. We do not believe that we can contribute meaningful input on the use of the polygraph for applicants or others. The use of the polygraph is under the jurisdiction of the Director of Security and has the approval of top management. We accept it as one of the elements involved in processing an applicant for employment with this Agency.

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Acting Director of Personnel

Atts

Distribution:

- 0 & 1 - Addressee
- ☒ 1 - D/Pers Subject File (Details)
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- when requested to do so.
- (5) DEPUTY DIRECTORS AND HEADS OF INDEPENDENT OFFICES will ensure directorate uniformity of contract administration in matters such as qualifications determination, compensation, allowances and other benefits, personnel record keeping, systematic cost accounting, performance evaluations, cover determination and training, terminations, and security and medical approval processing requirements.
  - (6) THE DIRECTOR OF TRAINING will provide appropriate training courses and facilities for contract personnel.
  - (7) THE DIRECTOR OF FINANCE will
    - (a) administer pay, leave, and allowance entitlements of contract personnel consistent with contract provisions and cover requirements;
    - (b) in coordination with the Covert Tax Board, administer a secure system for the settlement of Federal income tax and social security tax obligations.

**d. AUTHORITIES**

- (1) The Director of Personnel, his Deputy, and the Special Contracting Officer (Chief, Contract Personnel Division) are, upon request of a Deputy Director, an Operating Official, Head of Independent Office, or a duly appointed contract approving officer, authorized to execute, amend, renew, and terminate contracts with contract personnel.
- (2) Deputy Directors and Heads of Independent Offices may designate Contract Approving Officers to approve contracts when payment is to be charged against funds under their control.

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- (4) All contracts written under the authority of this regulation will be subject to legal review by the General Counsel under such conditions as he may prescribe.

- e. PROCEDURES.** Requirements and procedures concerning personnel records, personnel actions, security approvals, cover, cover salary, medical evaluations, compensation, qualifications determination, training, and processing of contracts, are set forth in [REDACTED]

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Approve

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## 55. PROCUREMENT CONTRACTS FOR THE SERVICES OF INDIVIDUALS

a. **POLICY.** Procurement contracts whose basic purpose is to obtain the services of one or more individuals, negotiated with profit and nonprofit institutions, associations, partnerships, proprietorships, and other organizations, are permitted only when the particular services sought cannot be obtained in any other practicable way.

### b. PROCEDURES

- (1) Except as provided in subparagraph b(3) below, all proposals for such procurement contracts and their renewal must be justified in writing by the component seeking the services and be submitted to the Director of Personnel for his approval before commitments are made or negotiations started. These proposals will describe in some detail the services to be rendered, the qualifications required, the proposed duration of the task, and the reason or reasons why a procurement contract is judged to be the best method of acquiring the needed services.

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**SECRET**

→Revised: 23 February 1973 (733)